

Agency		Division/Unit
City of Salisbury		Building, Permitting & Inspections

ITEM NO.	DESCRIPTION	RETENTION
1.	Building Permits. -Conditional approval, site plans, correspondence, building inspectors, office inspection report, building permit application, drawings, material list report, calculations report, bond estimate sheet, plumbing permit, notice of additions/corrections, etc.	Permanent. Transfer periodically to the Maryland State Archives.
2.	Alteration Permit. -Same as Building Permits. -Pending permits (contains same as above).	Permanent. Transfer periodically to the Maryland State Archives.
3.	Building Plans/Engineering Drawings. -Renovation/additions - site plans, correspondence.	Permanent. Transfer periodically to the Maryland State Archives.
4.	Sign Permits. -Conditional approval, site plans, correspondence, building inspectors, office inspection report, building permit application, drawings, material list report, calculations report, bond estimate sheet, plumbing permit, notice of additions/corrections, etc.	Permanent. Transfer periodically to the Maryland State Archives.

APPROVED BY DEPARTMENT REPRESENTATIVE	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE <u>1-30-08</u>	DATE <u>JUL 02 2008</u>
SIGNATURE <u><i>William T. Holland</i></u>	SIGNATURE <u><i>Edward C. [unclear]</i></u>
TYPE NAME <u>William T. Holland</u>	
TITLE <u>Director</u>	

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ITEM NO.	DESCRIPTION	RETENTION
5.	Project Files. -Site plans -File report, zoning analysis, application for site plan and property resubdivision review, application for Planning and Zoning approval.	Permanent. Transfer periodically to Archives. Retain 1 year, then destroy.
6.	Board of Zoning Appeals. -Appeal Board minutes, photos, Correspondence, resolutions, notice of public hearings, agenda, master site plans, addition plans.	Permanent. Transfer periodically to the Maryland State Archives.
7.	Board of Adjustments and Appeals. -Board minutes.  -Correspondence, hearing schedule notice, notice to appear - adjustments and appeals, building permit application, treasurer's receipt.	Permanent. Transfer periodically to the Maryland State Archives.  Retain for 1 year, then destroy.
8.	Public Hearings - Conditional Uses/Re-zoning. -Agreements, minutes, temporary conditional use permits, site drawings.  -Treasurer's receipt, notice of public hearing, conditional use applications.	Permanent. Transfer periodically to the Maryland State Archives.  Retain 1 year, then destroy.
9.	Subject Records. -Correspondence, log sheets, building reports, Repetitive loss properties, accident reports, council meeting notes, insurance claims, budget, certification, etc.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

CITY OF SALISBURY  
RECORDS RETENTION AND DISPOSAL SCHEDULE

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10.	Audio Tapes (If applicable). -Board of Zoning Appeals, Board of Adjustment and Appeals.	Retain 2 years after approval of minutes by the governing body, then destroy. (Exempt from destruction request requirements)
11.	Inspections. -Inspection schedules, follow-up reports, unsafe properties, correction notices, zoning violations, scheduled re-inspections.	Retain 3 years, then destroy.
12.	General Correspondence. -Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the Maryland State Archives.
13.	Forms/Letters. -Various forms/letters used by the office for complaints, warnings, inspections, etc.	Retain until superseded or obsolete, then destroy.
14.	Personnel Records. -Sick leave, vacation, city property, termination checklist, application for employment, personnel action/payroll form, performance appraisal, email, correspondence, job description, health history. (Originals to Human Resources)	Retain 1 year, then destroy.
15.	Maryland Department of Transportation. -Driver vehicle condition daily reports, fuel reports, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
16.	Budget Records. -Annual reports  -Change forms, budget worksheets, correspondence, equipment purchases/large & small.	Permanent. Transfer periodically to the Maryland State Archives.  Retain 5 years, then destroy.